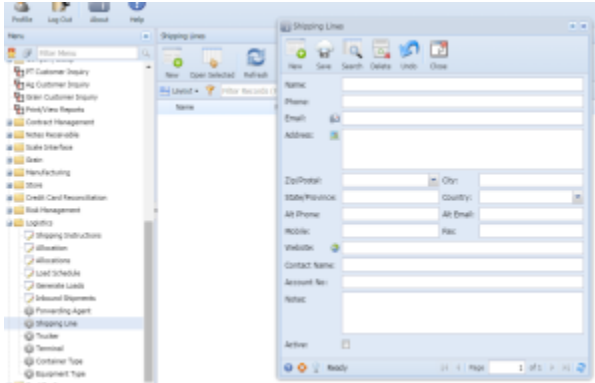


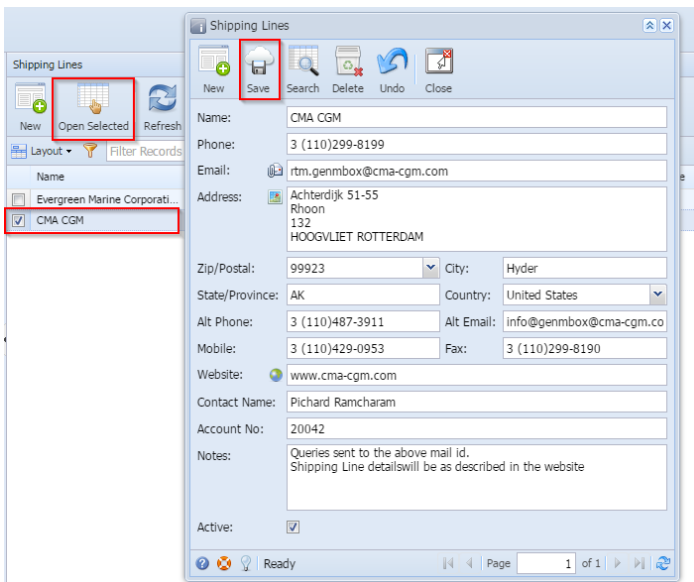
How to create a new record in Shipping Lines screen

Here are the steps on how to create a Forwarding Agent:

1. Go to **Logistics module> Shipping Lines**. If there's an existing option, **Search Shipping Lines** screen will open. Otherwise, **New Shipping Lines** screen will open automatically.



2. If Search **Shipping Lines** screen opens, click on **New** button to open blank **Shipping Lines** screen.
3. Enter the name, and other mandatory details in **Shipping Lines** screen and select the check box- 'Active'.
The **Shipping Lines** will list in the transaction screen only if the Active check box in the **Shipping Lines** screen is selected.



4. Click on save button to save the record.

To edit an existing record.

5. Open an existing record.
6. Edit the required details and save.